

DESCRIPTION/SPECIFICATIONS

STATEMENT OF WORK

1.0 SCOPE (General)

This Statement of Work describes the requirements for a Small Business Administration 8(a) Program Indefinite Quantity (IDQ) support contract. Under this contract, the Contractor shall provide project execution and information management services to the Naval Facilities Engineering Service Center (NFESC). The emphasis of the required support will be for construction management and field supervision of moorings, port security barriers and port facilities throughout the world. This support may be required in the form of a very limited effort for specialized consultation services on a project by project basis, or as part of an integrated project team or for complete Contractor-provided project management and installation services. The support will be provided primarily to the moorings and underwater inspection product lines of the Ocean Construction Division (Code 55) of the NFESC, but may also include support of any ocean projects performed by the NFESC. Typical project execution services could include installation or repair of moorings, security barriers and port facilities. Typical information management services could include development of CD and web-based multimedia applications in support of NFESC projects or product lines as well as management and maintenance of NFESC digital libraries and technical archives.

The Contractor shall be able to provide sufficient personnel, facilities, and equipment at the time of contract award to meet the requirements of this contract. Technical competence of the Contractor in providing construction management and direct field supervision of marine operations for mooring and marine structures is critically important. Technical competence of the Contractor in providing management and development of multi-media applications and electronic document management is also critically important.

This contract is an indefinite quantity (IDQ) contract. The specific services that the Contractor shall be required to provide shall be established by individual delivery orders to be issued by the Ordering Officer.

2.0 SERVICES REQUIRED

The Contractor shall furnish the required support at the times and places designated by the Ordering Officer. The Contractor will furnish such services in accordance with the individual statement of work prepared for each Delivery Order. The Contractor may be required to respond to a Delivery Order with as little as seven (7) days advance notice before the commencement of operations involving facilities and equipment and as little as twenty-four (24) hours advance notice for contingency or emergency operations requiring support personnel (i.e. craftsman, technicians, and engineers). Performance shall not commence without the issuance of a Delivery Order authorized by the Ordering Officer.

The Contractor shall provide all labor, equipment and facilities as required to perform the work as described in the individual delivery orders. Expected requirements of this contract shall include, but not be limited to the following typical project requirements:

2.1 Project Execution Support Services

- 2.1.1 Provide overall project planning and management including project planning, material procurement, installation services, field quality control, project schedule and cost control.
- 2.1.2 Conduct on-site investigations and evaluate local equipment, materials, personnel staging areas and fabrication services
- 2.1.3 Provide project planning and consultation services to assist in the selection of appropriate materials, equipment, procedures and personnel necessary to accomplish the project.
- 2.1.4 Provide rigging and material fabrication services. The bulk of the mooring materials required under this contract will be GFM obtained from the NFESC Fleet Mooring Inventory. The contractor will be required to provide ancillary materials and fabrication services for specialty items not available through the Fleet Mooring inventory. Examples include custom rigging, plate anchors, load equalizers, custom shackles and connectors, pick-up buoys, etc.
- 2.1.5 Provide on-site marine construction supervision.
- 2.1.6 Provide pile driving equipment and pile driving services for the installation of plate anchors, fender piles and general waterfront construction projects.
- 2.1.7 Provide general logistical support for ocean projects to include material transportation, local port agents, local material storage and handling services, consumable and repair parts, installation vessel berthing, fuel, water, power, communications, and offshore transportation services for personnel and material: (launches, cargo vessels, boats helicopters, etc.)
- 2.1.8 Provide navigation and position control systems and services for installation platforms.
- 2.1.9 Provide inventory control for Government furnished materials and equipment.
- 2.1.10 Provide specialist marine construction equipment and experienced marine construction personnel. Installation vessels and platforms may be required for use for use by either and entirely contractor provided workforce or an integrated project team that may include Contractor, NFESC, Naval Construction Forces and other government agency personnel.

- 2.1.11 Prepare and provide technical briefings. Provide electronic presentations development, reproduction, visual and graphical aids support
- 2.1.12 Preparation of project execution plans, project completion reports, inspection reports, material reports, and schedules
- 2.1.13 Prepare of cost estimates and daily cost reports while conducting field operations
- 2.1.14 Provide as built plans and quality control documentation and QC inspection services for field operations

2.2 Information Management Services

- 2.2.1 Provide overall project planning and management including, software procurement software development, quality control, reliability testing, project schedule and cost control for information management and multi-media development services.
- 2.2.2 Provide archiving and document management services for NFESC technical reports to include document conversion, scanning, interactive document viewers and electronic data storage and retrieval systems
- 2.2.3 Provide graphic art and photo imaging services in support of NFESC web pages, AutoCAD drawings, presentations and reports
- 2.2.4 Develop multi-media content for CD and web based applications.

3.0 REQUIREMENTS

3.0 The Contractor Shall:

- 3.0.1 Provide specified services of the type described in section 2 of this Statement of Work, which meet the requirements of this contract and the individual delivery orders issued hereunder.
- 3.0.2 Travel to various government activities and other locations as required by individual delivery orders. Travel may include project sites worldwide. Travel requirements may include travel and work aboard Government, Government-contracted or Contractor-supplied floating platforms or ships. Program reviews may be held at the NFESC in Washington Navy Yard building 218, Washington, DC, Port Hueneme CA, or at other U.S. locations. The Contractor may be required to provide meeting facilities for program reviews as stipulated in individual delivery orders.
- 3.0.3 Assume custody of Government Furnished Property (GFP) and provide for proper use, storage, and maintenance as required by FAR 52.245-5. Return GFP as scheduled and identify and report damaged or missing items. Provide property

reporting for any specialty mooring or cable system materials stored at Contractor's facilities.

- 3.0.4 Arrange and or furnish transportation of GFP and other project materials to the project site
- 3.0.5 Attend in-process reviews held at contractor's facility, project site, Washington Navy Yard building 218, or other locations. When in-process reviews are held at the contractor's facility, the contractor shall provide, when specified in individual delivery orders, facilities (such as meeting space, inspection areas, field offices, etc.), and equipment.
- 3.0.6 Provide progress reports, financial reports, technical reports, drawings, and other plans, manuals, or documentation of a nature and frequency as specified by the contract and individual delivery orders.

3.1 The Government Shall:

- 3.1.1 Provide definitive requirements for work as specified by individual delivery orders.
- 3.1.2 Provide technical clarification of delivery order requirements.
- 3.1.3 Identify, provide, and monitor Contractor control of Government Furnished Property and Information (GFP/GFI), including computer programs and appropriate users manuals.
- 3.1.4 Provide access to Government facilities, personnel, documents, and publications considered essential to the Contractor's effort under the contract.
- 3.1.5 Facilitate all in-process reviews either at the Contractor's facility or at Government facilities as necessary to monitor the Contractor's performance and provide comments and recommendations for the Contractor's use in finalizing services and deliverables.

3.2 Schedule.

- 3.3.1 Delivery schedules will be defined in each individual delivery order issued hereunder.

4.0 FACILITIES

The Contractor shall provide all facilities required to complete the services stated herein and as specified by individual delivery orders. The Contractor shall have the capability to prepare or modify documents and drawings using AutoCAD 2000, ADOBE ACROBAT and Windows version of MICROSOFT WORD, MICROSOFT EXCEL, MICROSOFT ACCESS MICROSOFT PROJECT, MICROSOFT POWERPOINT and MICROSOFT OUTLOOK. The nature of the

tasking under this contract will require wireless telephone and Internet access via personal computer for the Contractor's Personnel at both home and field office locations.

In addition, rapid response and repeated visits to the Naval Facilities Engineering Services Center, Ocean Construction Division will be required. The NFESC is located at:

Naval Facilities Engineering Service Center, East Coast Detachment
1435 10th ST. SE,
Bldg. 218, Washington Navy Yard
Washington, DC 20374

5.0 PERSONNEL DESCRIPTIONS AND QUALIFICATIONS

In order to perform the above services, the Contractor shall provide key personnel whose experience and qualifications meet or exceed the minimum requirements listed in the following labor categories. Key personnel shall be full-time employees of the contractor's firm and must be available to support this contract on a full time basis, when required, to perform work specified in delivery orders issued under the contract.

The government will be informed if at any time key personnel are not available for performance under this contract. A suitable replacement meeting the minimum qualifications must be submitted in writing and approved before work performance proceeds.

In addition, the contractor shall provide experienced non-key personnel as required to accomplish the work specified by individual delivery orders. Special qualifications, if any, for non-key personnel will be defined on individual delivery order.

5.1 PROGRAM MANAGER (KEY PERSONNEL)

The Program Manager plans, conducts, oversees, and is responsible for all delivery orders performed under this contract. The Program Manager shall be a responsible company official with authority to obligate the company with regard to contractual and financial matters. The Program Manager is the primary liaison with Code 551 and must maintain an intimate and current technical and administrative grasp of all contract activities.

The Program Manager organizes, plans, schedules, and controls all support and engineering work. The Program Manager supervises all contractor personnel engaged on this contract and is responsible for the day-to-day operations including costs, planning, reporting and project schedules. The Program Manager must manage all resources to implement delivery orders for their timely and successful completion.

Minimum Qualifications:

Possess an ocean, civil or mechanical engineering Bachelors degree from an accredited four-year college or university; advanced degrees preferable.

Hold current registration as a Professional Engineer in any jurisdiction of the United States.

Ten (10) years engineering and demonstrated successful management experience, at least four (4) of which were on contracts and projects of a similarly complex nature and financial scope.

Ten (10) years experience in civil, mechanical and ocean engineering, and oceanographic disciplines.

Four (4) years experience reviewing and approving the work of project managers, engineers, support staff and contract administrative personnel.

Four (4) years experience as Program Manager for a DOD Engineering Services Contract or four (4) years DOD Project Manager experience.

Four (4) years experience with financial management including management information systems, reporting, and negotiations for supplies and services.

Demonstrated technical writing capability.

5.2 MARINE CONSTRUCTION SUPERVISOR (KEY PERSONNEL)

Performs unsupervised and independent coordination, planning, scheduling and budgeting of ocean construction operations. Provides field management to include resource balancing of equipment and personnel to accomplish Marine operations within planned budget and schedule requirements. Provides supervision of rigging crew and at-sea deck operations. Provides technical input and review during the planning phase of at-sea operations

Minimum Qualifications:

Bachelor of Science in Engineering and fifteen (15) years (post-degree) experience or twenty (20) years of professional experience in ocean construction projects.

5.1.1 Bachelor of Science in Engineering and fifteen (15) years (post-degree) experience:

A minimum of eight (8) years of the required experience shall have been in direct supervision of multi-disciplined ocean construction labor forces, equipment and personnel for technically complex offshore projects. Specific experience shall include: mooring installations; pile/plate anchor operation; construction operations aboard both commercial and government construction vessels; deep open ocean diving operations; underwater inspections, vessel positioning operations; marine crane and winch operations, and personnel safety procedures.

5.1.2 Twenty (20) years professional experience in ocean construction projects.

A minimum of (20) years of professional experience in ocean construction projects. A minimum of eight (8) years of the required experience shall have been in direct supervision of multi-disciplined ocean construction labor forces, equipment and personnel for technically complex offshore projects. Specific experience shall include: mooring installations; pile/plate anchor operation; construction operations aboard both commercial and government construction vessels; deep open ocean diving operations; underwater inspections, vessel positioning operations; marine crane and winch operations, and personnel safety procedures.

A minimum of ten (15) years of the required experience shall have been shipboard in responsible charge of at-sea deck operations for complex deep ocean construction

projects. Specific experience shall include: direct supervision of offshore construction crews and marine equipment operations including floating cranes, anchor handling boats, supply boats, deck winches, cable handling machinery, welding and burning equipment.

6.0 DELIVERABLES

Deliverables shall be as specified by individual delivery orders

7.0 SECURITY

Individual Delivery Orders may require a facilities clearance up to and including secret. If required, security requirements will be specified by individual delivery orders

8.0. GENERAL CONTRACT INFORMATION

It is anticipated that this contract will be an indefinite quantity, cost plus award fee contract. The specific contract provisions will be negotiated between the contractor and the Contracting Officer prior to award.

9.0. PERIOD OF PERFORMANCE

It is anticipated that the base contract contract shall be for a base year and two option years. The specific contract provisions will be negotiated between the Contractor and the Contracting Officer prior to award. The period of performance for each delivery order will be specified by individual delivery orders.